

Non-Appropriated Fund Activities

Announcement # NAF:012:04

Opening Date: 1/22/04 **Closing Date:** Open until filled

Position: Recreation Attendant(Gym) NF-0189-1, Flexible hours, \$6.00-\$9.00/hr

Area of Consideration: All qualified applicants, local commuting area

Location: Morale, Welfare and Recreation Department

Duty Station: Dahlgren, VA

Duties: The incumbent will be responsible for: greeting patrons and checking identification to ensure valid customers; issuing athletic gear or equipment to authorized patrons; maintaining, cleaning and performing minor repair on equipment; handling cash, running cash register, writing receipts and preparing a daily activity report; and performing other duties as assigned.

Qualification Requirements: Applicant must be 18 years old; able to work some evenings and weekends; a citizen of the United States, or foreign national serving on active duty as a member of the U.S. Armed Forces, or a dependent. CPR & First Aid certification preferred, but not mandatory. Basic eligibility will be determined by a review of the applicant's OF-612 or resume and consideration of relevant experience and training. Applicant should include all experience, training, education, awards, commendations and other information that is relevant to the Job Elements listed below. Applicant is urged to address each job element specifically.

Job Elements:

- 1) Knowledge of recreation equipment.
- 2) Ability to communicate orally and in writing.
- 3) Ability to follow instructions.
- 4) Knowledge of basic mathematics and ability to operate cash register.

How to Apply: Submit an application or resume and copy of last 2 performance appraisals.

Mail applications to the following address:

Naval District Washington - West
Morale, Welfare and Recreation Department, Code CD25
17320 Dahlgren Road, Bldg. 100
Dahlgren, VA 22448-5100

Conditions of Employment

Background Check: Yes
Security clearance required: No
Supervisory/Managerial probationary period required: No
Drug test required: No
Permanent change of station travel may be authorized: No
Relocation services may be authorized: No

For further information, call (540) 653-7710.